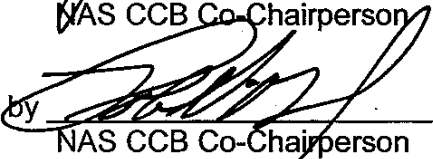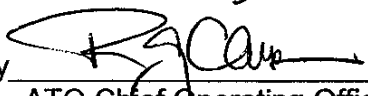**FEDERAL AVIATION ADMINISTRATION (FAA)**

NATIONAL AIRSPACE SYSTEM (NAS)

CONFIGURATION CONTROL BOARD

CHARTER

IN SUPPORT OF

LIFE CYCLE MANAGEMENT

OF THE

NATIONAL AIRSPACE SYSTEM

September 20, 2004

Submitted by _____
NAS CCB Co-Chairperson

Submitted by _____
NAS CCB Co-Chairperson
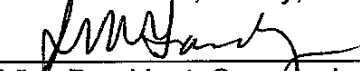
Approved by _____
ATO Chief Operating Officer

NAS CCB Signature Page

(signature) _____   12/06/04
Vice President, Safety, ATO-S   Date

(signature) _____   12/06/04
Vice President, Communications, ATO-C   Date

(signature) _____   12/6/04
Vice President, Operations Planning, ATO-P   Date

(signature) _____   12/6/04
Senior Vice President, Finance, ATO-F   Date
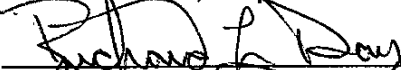
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Vice President, Acquisition and Business Services, ATO-A   Date
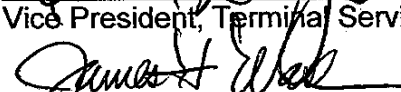
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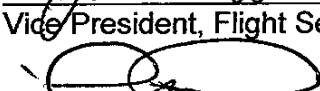
(signature) _____   12/6/04
Vice President, Terminal Services, ATO-T   Date
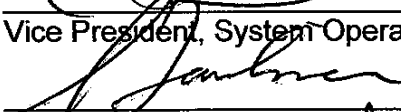
(signature) _____   12/6/04
Vice President, Flight Services, ATO-D   Date

(signature) _____   12-6-04
Vice President, System Operations Services, ATO-R   Date

(signature) _____   12/6/04
Vice President, Technical Operations Services, ATO-W   Date

(signature) _____   6-16-04
Assistant Administrator for Information Services, AIO-1   Date

Table of Contents

National Airspace System
Configuration Control Board
Charter
in Support of
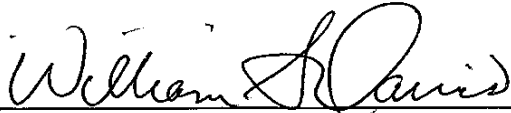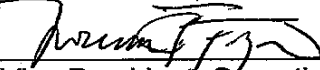Life Cycle Management
of the
National Airspace System

1.0   INTRODUCTION

1.1 Purpose

This charter re-establishes the National Airspace System (NAS), Configuration Control Board (CCB) to support all services and related activities within service units in the Air Traffic Organization (ATO). The Board assigns the CCB responsibilities, and establishes the responsibility for guiding the development, implementation and operation of Configuration Management (CM) for the National Airspace System (NAS). This charter also identifies the responsibilities for configuration control of Configuration Items (CI).

The NAS CCB, through CM planning, monitoring and oversight provides a visibility and consistency across service units. It provides guidance to the service unit CCBs in establishing and maintaining an integrated and streamlined change control process for the assigned services and products within their purview.

1.2 Authority

The NAS CCB is authorized by the ATO's Chief Operating Officer. The NAS CCB as the senior board is responsible for establishing and maintaining the NAS level baseline. The NAS CCB will also serve to resolve disputes forwarded from service unit CCBs, and may request that the ATO Chief System Engineers (CSEs) coordinate the examination of technical issues associated with change proposals with wide-ranging impact. The authority of the NAS CCB is established in the CM Policy of the Acquisition Management System (AMS) and FAA Order 1800.66, Policy Statements II-1 and II-2. The CCB structure and hierarchy is shown in Figure 1-1.

CONFIGURATION CONTROL BOARD STRUCTURE

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                    ┌─────────────────┐
                    │                 │
                    │     NAS CCB     │
                    │                 │
                    └────────┬────────┘
            ┌────────────────┴────────────────┐
┌───────────────────────────┐      ┌───────────────────────────┐
│ NAS Operational CCBs       │      │ Non-NAS CCBs               │
│                            │      │                            │
│  • En Route &              │      │  • WJHTC                   │
│    Oceanic                 │      │  • Other CCBs as           │
│  • Terminal                │      │    appropriate             │
│  • Flight Services         │      │                            │
│  • System Operations       │      │                            │
│  • Technical               │      │                            │
│    Operations              │      │                            │
│  • NIAC                    │      │                            │
└───────────────────────────┘      └───────────────────────────┘
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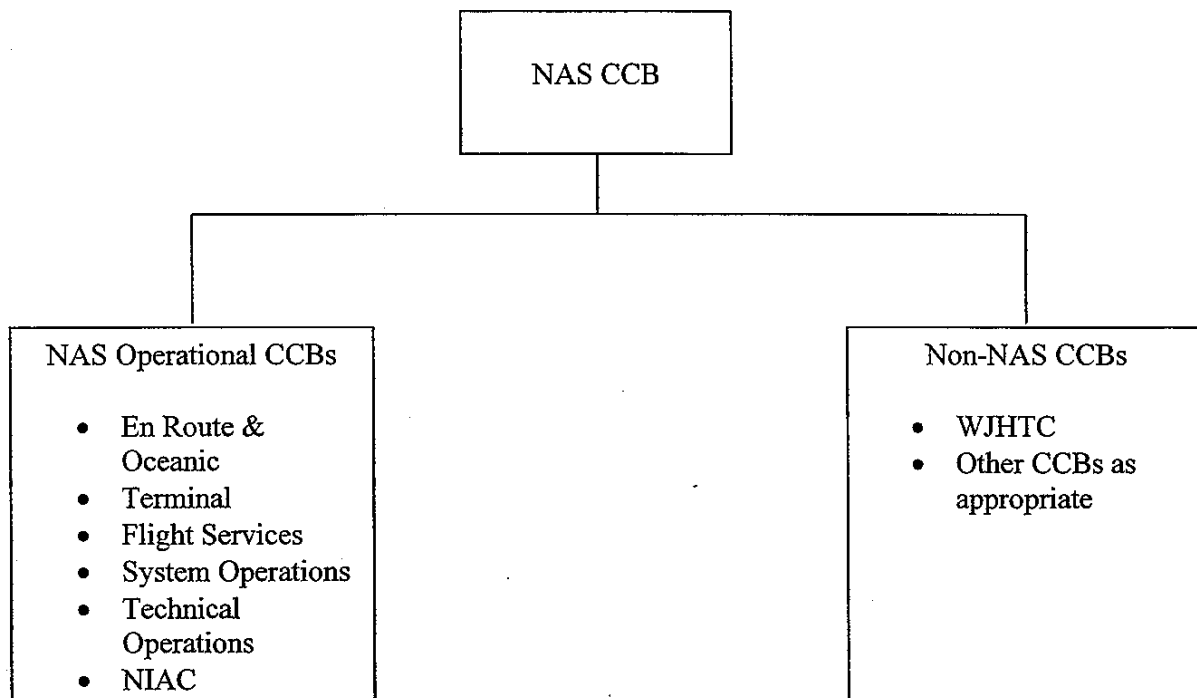
Figure 1-1

2.0 NAS CCB RESPONSIBILITIES

The responsibilities of the NAS CCB are:

a) Identify and control changes to the NAS baseline for Configuration Items (CIs) identified in Appendix A;

b) Review, approve, disapprove, or defer NCPs coming before the NAS CCB;

c) Manage top-level requirements baselines and assignment of new CIs to service unit CCBs;

d) Configuration manage Technical Architecture Requirements;

e) Configuration manage Interface Requirement Documents (IRDs);

f) Adjudicate differences and resolving issues elevated from domain CCBs;

g) Ensure traceability of NAS level documentation/baselines to program level documentation/baselines;

h) Ensure that all approved changes are documented, tracked and status made available;

i) Approve the Master Configuration Index hierarchical structure and ensure that the MCI is maintained to reflect the current status of NAS CCB Configuration Items listed in Appendix A;

j) Approve other FAA/ATO CCB charters;

k) Approve and implement the NAS CCB Operating Procedures and all changes;

l) Keep this Charter current and submitting changes for approval to the ATO COO or designee;

m) Adjudicate changes to Systems and CIs not yet assigned to a specific service unit CCB;

n) Approve ICDs for which an IRD is not already approved;

o) Provide executive guidance and support on CM issues to service units within the ATO, and;

p) Establish, as required, cross functional CM work groups to recommend CM process improvements and potential changes to the CM policy.

3.0   NAS CCB PARTICIPANTS

The NAS CCB participants are identified in Appendix B.

4.0   NAS CCB RECOMMENDATIONS AND DECISIONS

The NAS CCB shall review, approve, disapprove, or defer proposed NCPs affecting its CIs or transfer proposed NCPs to other appropriate CCBs. The NAS CCB shall reach decision(s) after a period of presentation, discussion and/or debate, at which time the Chairperson(s) may poll, the members for their position or recommendation. The CCB Chairperson(s) shall make all final decision(s). The NAS CCB shall not approve proposed changes that are not funded. In making decisions or recommendations regarding proposed changes, the NAS CCB shall consider improvements on the basis of safety, operational effectiveness, logistics supportability, lifecycle cost savings, and affordability.

Decisions on NCPs shall be documented in a CCD prepared by the NAS CCB Executive Secretariat. The CCD will include implementation action items and the responsible organization(s). The NAS CCB Executive Secretariat shall be responsible for obtaining the signature of the NAS CCB Chairperson(s). NCPs may be deferred until the next CCB, or longer at the discretion of the Chairperson(s), if further analysis or additional information is needed. Implementation items will be documented and tracked until completed and closed. When completed the implementers shall notify the NAS Executive Secretariat to ensure complete closeout.

5.0   CHANGES TO THE NAS CCB CHARTER

This charter shall be changed only with the approval of the ATO Executive Council or designee(s), upon recommendation of the NAS CCB Chairperson(s).

6.0   DELEGATION OF CCB AUTHORITY

The NAS CCB Chairperson(s) may authorize another participant to act as a chairperson via memorandum to the NAS CCB Executive Secretariat. NAS CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the Executive Secretariat. Additionally, when time critical or urgent processing of a proposed change request is necessary, the CCB Chairperson(s) may call an emergency CCB meeting. If the Chairperson(s) is unable to convene an emergency meeting when necessary, then the Chairperson(s) may approve or disapprove changes without benefit of a CCB meeting. The chairperson(s) can also sign any CCDs outside the CCB forum, but any change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting.

Questions and concerns regarding CCB decisions are addressed to the CCB Executive Secretariat and will be presented to the CCB Chairperson(s) for disposition.

6.1 Delegation of Authority to Service Unit CCBs

NAS CCB approval of the charters for service unit CCBs, effectively delegates authority and responsibility for managing the configuration item baselines identified in Appendix A of the service unit CCB charter (except for ICDs when no IRD is in place). This includes responsibility for definition and implementation of change management and control procedures for these CIs.

APPENDIX A: CONFIGURATION ITEMS

The CIs listed below are under the control of the NAS CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the ATO. As these CIs, which includes facilities, systems, equipment, hardware, software, and documentation, or components thereof, are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

NAS CIs:

- NAS Requirements
  - The NAS System Requirements Specification (NAS-SR-1000)*
  - The NAS System Specification (NAS-SS-1000)*
  - The NAS Design Document Specification (NAS-DD-1000)*
- NAS Technical Architecture
- Final Requirements Documents
- Interfaces of Non NAS Equipment and Prototypes to NAS Equipment
- NAS-level Interface Requirements Documents (IRD)
- Interface Control Documents (when there is no approved parent IRD)
- Non-assigned NAS Systems and Configuration Items
- Standards

* Until superseded by elements of the NAS Technical Architecture

APPENDIX B: NAS CCB MEMBERSHIP

The participants of the NAS CCB shall be as follows:

NAS CCB Chairperson(s):

Chief Operating Officer (COO) has delegated Chairperson authority to the following:

- Vice President of Operations Planning or designee
- Vice President of Technical Operations or designee

NAS CCB Executive Secretariat

- Executive Secretariat: Operations Planning Configuration Management Officer

NAS CCB Permanent Members:

- Vice President, Safety or designee(s)
- Vice President, Communications or designee(s)
- Vice President, Operations Planning or designee(s)
- Vice President, Finance or designee(s)
- Vice President, Acquisition and Business Services or designee(s)
- Vice President, En Route & Oceanic or designee(s)
- Vice President, Terminal or designee(s)
- Vice President, Flight Services or designee(s)
- Vice President, System Operations or designee(s)
- Vice President, Technical Operations or designee(s)
- Assistant Administrator for Information Services, AIO or designee

Ad Hoc Members (As Appropriate):

- Subject Matter Experts
- Technical Advisors
- DOD Liaison Officer
- OEP Representative

APPENDIX C: ACRONYM LIST

AMS	Acquisition Management System
ATO	Air Traffic Organization
CCB	Configuration Control Board
CI	Configuration Item
CM	Configuration Management
CMO	Configuration Management Officer
COO	Chief Operating Officer
CSE	Chief System Engineers
DOD	Department of Defense
FAA	Federal Aviation Administration
FRD	Final Requirements Document
ICD	Interface Control Document
IRD	Interface Requirements Document
MCI	Master Configuration Index
NAS	National Airspace System
NCP	NAS Change Proposal
OEP	Operations Evolution Plan